

COMMITTEE ON JOINT SCHOOL BUILDINGS

July 20, 2020

3:00 p.m.

Chairman Beaudry called the meeting to order.

Chairman Beaudry stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this committee is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Shaw (late) and Long, School Committee Members
Porter, Soule and Beaudry

Absent: Alderman Terrio

Messrs.: J. Gagne, K. DeFrancis, J. Gillis

4. Southside 5th Grade Inclusion:

1. Change order for the addition of hallway doors for sound control - \$8,491.65
2. Change order for the renovation of the front entrance deck and ramp - \$47,000.00

Josh Gagne, Facilities Manager, stated the 5th grade inclusion at Southside is well underway and almost complete. I think by the end of the month it will be substantially complete. The only outstanding items are finishes which are things like dropping the ceiling tiles in and putting the base around the floor.

Chairman Beaudry asked could you go over the financials that were sent where we have the projected cost factors. Can you explain why the construction cost is \$559,853 but we have a balance of \$600,742?

Mr. Gagne answered the original contract was \$569,000 and then we had a project contingency of \$50,000 that we just budgeted ourselves. It is not in the contractor's contract. The difference between the base contract and the \$600,000 is a delta of \$40,889 which is from the contingency so that changes the contract amount and that leaves \$9,110 in contingency.

Chairman Beaudry stated it is my understanding that the outdoor play space and classroom are not going to be included in this cost now. It is going to come out of our maintenance account, our deferred maintenance.

Mr. Gagne responded no. We had budgeted numbers of \$150,000 for the outdoor play space and outdoor classroom.

Chairman Beaudry stated okay. I think I confused it with the staircase or the handicapped ramps.

Karen DeFrancis, Chief Financial Officer, stated I just wanted to comment that the total budget that we have set aside for this project is \$800,000. So although the construction contract is less than that, we still have the money set aside for the playground out of our total budget of \$800,000.

Chairman Beaudry asked just so we are all clear, the proposal change to scope of work #2, Renovation of Front Entrance and Deck is not going to be done under the project budget but under deferred maintenance correct.

Mr. Gagne responded yes. We looked at that last week. The entrance as is, the original entrance, is not code compliant so I think it would be a mistake to add \$40,000 worth of ramps on top of something that is failing. I have asked Fred Matuszewski to come up with a sketch that would reduce the size of the front entrance and maybe design a new canopy and then give us a cleaner designed ramp. I think the existent steps there are failing. You can see the rebar starting to come through and popping concrete off. I think this is work we would have needed to do soon anyway. I think it should be funded out of deferred maintenance.

Chairman Beaudry stated we would have to find a better way for somebody handicapped to get to those stairs because you have that large embankment coming from the parking lot down below unless they park out in the street and use the sidewalk but that is not handicapped accessible. You would have to make a curb cut in so they can get in with a wheelchair. Are you planning on making some type of walkway around the Jewett Street side of the building to that parking lot in the back where the food service people are?

Mr. Gagne replied I believe there is a plan that Parks is working on to fix the parking lot and make everything more accessible.

Chairman Beaudry asked would that be part of that \$47,000.

Mr. Gagne answered right. Once I work with Fred I will connect with Parks & Recreation to make sure everything works together.

Chairman Beaudry stated so what we are looking at is the construction cost, the architectural fees, the moving fees, project contingency of \$50,000, and the

outdoor playground and outdoor classroom are inclusive in that \$559,000 correct or is it inclusive in the \$800,000?

Mr. Gagne answered it is in the \$800,000.

Alderman Long stated Josh I spoke with you earlier. Is there a fee that the general contractor gets for add-ons or changes?

Mr. Gagne responded it is in the contract so he actually signed our contract so he gets 12% mark up for his cost and 8% for subcontractors. Then there is 1.5% per bond.

Alderman Long asked so every change order, whether it is the owner or unintended or unforeseen conditions, the general contractor gets 12% and the contractor doing the work gets 1.5%.

Mr. Gagne answered the contractor doing the work gets 8%.

Alderman Long asked is that included in the number that you give us. Like today we are adding \$8,491.65. Is that 12% and 8% included in that number?

Mr. Gagne replied yes.

Alderman Long stated on page 4.2 of the agenda, on the bottom right it says pending contract changes of \$7,121.16. Do you know what that is?

Mr. Gagne responded if you approve the hallway doors for \$8,500 and there is a credit coming our way of \$1,370.49, that would be the pending net change.

Alderman Long stated I asked you earlier about the unforeseen conditions as it relates to field conditions and what is the description of the difference. Did you get that answer yet?

Mr. Gagne replied I would have to get back to you on that. I think it is just semantics. I would think a field condition is just something that is existing that you can see and unforeseen is when you open up a wall and you look into it.

Alderman Long stated I just broke out all of the unforeseen conditions and the field conditions at the owners request including today's request minus the \$40,000+. They are pretty substantial changes that we are doing at a 20% cost for the contractor. I am just trying to get my hands around this so when we move into the other schools we know what to expect that is going to be unforeseen or a field condition. At the last meeting you gave us a line item budget of the jobs and when they are supposed to be completed. I still have that. Do you know if that timeline is still valid? Has everything that has a date been done if it is before today?

Mr. Gagne responded I believe we are on schedule. I can't say that every line item is exactly on schedule. Things might have been moved around but the end date is still the same. The only thing that would have changed is the new lockers. The lead time was longer than expected and out of our control. The only thing left to do in August would be to install those lockers. I would like to go back to your previous point. It is not really a 20% mark up. I just sent some change requests over to the City Clerk and I don't know if you were able to get them but if you add some data drops and let me find an example. There was some additional IT work that had to be done at the owner's request. That is a contractor. It is not our contractor. It is a specialty sub-contractor so the mark up on that is 8%, which is \$544. The bond is \$102 and the general contractor's markup is only for about four hours of extra management time for measuring, exploratory, hiring and getting the

documents to the sub and supervising that work. I am not sure what that adds up to but it is not 20%. The GC doesn't get 12% of everything. He just gets 12% of his time and his overhead.

Alderman Long asked and that is broken down in the change order.

Mr. Gagne answered yes. The GC's overhead for this \$7,000 change was \$340. That is what the GC made on that change.

Alderman Long asked and then the contractor gets...

Mr. Gagne interjected the GC made \$340 on his overhead, his field people and his management and then he marked up the sub 8% so he made \$500 on the sub. Total is field work, field overhead and mark up on the sub and that was \$800 on a \$7,000 change. That is a little over 10%.

Alderman Long stated under new work general notes #7 it says "security systems are an integral part of the contract and existing communications and electronic door/hardware shall be modified with new equipment." So these soundproof doors, is it the actual door or the hardware?

Mr. Gagne asked which line item are you looking at now. Change #7?

Alderman Long answered it is under new work general notes, which was on the agenda at our last meeting. I had all of the printouts and general notes so we could look and see what the contractor is expected to know or do. That is #7 under new work general notes. I read through all of the notes just to make sure we are not authorizing additions that were in the notes saying that this is what they are assuming to do.

Mr. Gagne stated I will have to find what you are looking at. Is it Change #7 on the change request log?

Alderman Long responded no. You gave us a copy of something that has a red cloud around all of the work changes. In those general notes there are new work notes and demo notes and those give assumptions to the contractor on what they are to do. I just want to make sure that we are not paying for something that was already noted.

Mr. Gagne stated I will have to get back to you on that.

Chairman Beaudry stated Karen I don't have a copy of that document because I don't do emails. Did the school district get a copy of the document that Alderman Long is talking about?

Ms. DeFrancis stated I hear two different documents being discussed. One is the one from the last meeting and the other document is what Josh sent out or the City Clerk sent out today which were all of the change orders. I am not sure if it is the document from the last agenda or the change orders that were emailed today but yes everyone on the committee would have received those if we are talking about today's items. I am not sure if they read it yet but it was sent.

Alderman Long stated except for me because I didn't get anything from our Clerk. She usually gives it to me in our packet and I didn't get it.

Alderman Long stated I didn't get it either. Well I got it but when I get an email from the city it comes into another form that I can't open. Were those the change orders for Parkside? Is that what we were sent?

Ms. DeFrancis answered yes.

Alderman Long stated I am all set for now.

Chairman Beaudry stated I will let Josh answer your question. I believe I interrupted him.

Mr. Gagne stated I went to two months ago and am looking at the plan. The clouds...

Alderman Long interjected I don't need an answer today. Somebody ought to be checking to make sure...if it says any demolition will be reinstalled and the duct work will be put in place and we are paying extra because we have to put duct work in that shouldn't happen because that is included in their original bid.

Mr. Gagne stated we do have a Clerk of the Works who is onsite every day or nearly every day. We have a weekly job meeting where our project manager reviews the work. We have two sets of eyes on the project in addition to Fred and we have weekly meetings. Everything is being put back in place and we are accounting for everything that we bought. I don't know if that answers your question.

Alderman Long stated I don't know how Parkside was because I haven't reviewed that yet but I am thinking that \$50,000 of change orders is pretty high. I understand if we didn't anticipate it but when we start construction on the other schools we should be aware of what may be unforeseen or what the owners request will be. You know what is standard now that we have two sites done? Maybe there is a standard that should be updated so we are not adding to the cost and it is included in the original bid.

Mr. Gagne responded I actually prefer it this way. I don't want to guess and have a contractor carry these amounts in his base bid and then if you don't encounter them we have just lost the money. I would rather have him bid what is seen on the drawings and carry an allowance not in his contract for these kinds of conditions so that whatever we don't spend isn't just given to a contractor but we retain the balance.

Alderman Long asked so with the addition of hallway doors for sound control, we didn't anticipate that prior to demolition.

Mr. Gagne answered no we didn't because it isn't on the plan. I will let Karen speak to this. I think this is from the principal.

Ms. DeFrancis stated yes my understanding is that this was something that was not thought of before the project and it was only when we got into the project that we identified that. Jen, I am not sure if you can further expand upon the doors. There were technical difficulties and Ms. Gillis was not able to answer the question.

Alderman Long asked do we have these doors at Parkside.

Mr. Gagne answered I don't believe so.

Chairman Beaudry stated Ms. DeFrancis read the change orders because I wanted to get them before the meeting and I didn't have an email so she read them from Parkside and they didn't have any familiarity to what they are asking for at Southside. Some of the concerns that I had, which we should have known doing Southside because it is the same contractor, is we should have our IT Department involved in this stuff because having to do a change order for \$7,400 to put in

additional IT outlets, we should have known that ahead of time. If you are going to change a room and make it into a tech lab then IT people should be involved in how that lab is going to be set up. I know they have been involved in all of the other labs. When we do Hillside and McLaughlin, we have to make sure that all of the agencies in our district are informed of what we are doing so they can be part of the overall scope of the project. If we can just go over some of the unforeseen conditions because I do have questions and I am glad Alderman Long brought them up. For example, fire retardant material to be removed or patching spray fire resistant material. Why would that be unforeseen? They know that the metal has to be fire retardant so why wouldn't they have known to put that on originally?

Mr. Gagne responded because it was hidden in the wall. When they removed the temporary partition and opened up the wall, they had to have a fire separation that goes all the way up to the deck. You couldn't see that until your demo.

Chairman Beaudry asked so there was steel behind the brick wall they took down.

Mr. Gagne answered I am not sure specifically what it was but I do know that the partition and that wall needed to be sprayed. Whatever the substrate was, it needed to be fireproof.

Chairman Beaudry stated I agree with that but I would have had to see the wall originally to see what you were talking about. I am assuming if it was fire rated it had to be either block or it had to be sheetrock depending on the rating they were looking for. Do you know what material they had to tear out?

Mr. Gagne replied I am sure it had to do with some steel structure up there that just needed to be sprayed. Once you removed the existing partition you had some

areas that were exposed and/or damaged and you needed to replace the fireproofing. We do anticipate...this is how we came up with the \$50,000 number. We do anticipate a fair amount of work but you can't possibly bid out everything and that is why we have a contingency.

Chairman Beaudry stated I am just wondering when they go in and look at a project though if they are looking at what demolition they have to do and what they believe is behind the demolition and if they would know. The same thing with something else I saw that is only \$295 but the rubber flooring for the raised expansion joint. You would think they would have known if there is an expansion joint that they are going to have to cover that somehow but they didn't know there was going to be an expansion joint between Room 121.5 or 129.6?

Mr. Gagne replied again if it is not on the drawings, the contractor is not going to bid it. We ask the contractor to do something in a competitive bid environment. They are not just going to go looking for things to bid. They are trying to be the low bidder so they only bid what is on the drawings. We know that there are other things that are going to come up.

Chairman Beaudry stated so we have to go to Fred then and he is the one that should be putting that on the drawing if he believes it is something that has to be done. He did the drawings correct?

Mr. Gagne stated it is an expansion joint on a floor. Fred is concerned with doing the 5th grade inclusion, separating the rooms, and getting their HVAC going. So he missed a \$250 expansion joint on the floor. It was captured in the contingency and that is what it is for.

Chairman Beaudry stated okay. I am just trying to get a handle on how some of these are unforeseen. I take your answers.

Mr. Gagne stated if we were doing a brand-new addition, unforeseens would be non-existent because everything is new but this is a renovation. We are opening up walls and we don't know what it looks like or what the elevations are like and this is why we carry a higher contingency. I would rather just have a contract give me a base bid based on the drawings that is concrete and then we will carry contingency for anything we run into. Then if we don't spend it all, we can keep it.

Chairman Beaudry one more explanation if you can and then I will have Ms. Gillis give us an answer for the question. The CMU wall extensions in locker rooms. Can you explain what that is and how it was unforeseen?

Mr. Gagne responded I would have to go back and look at that more specifically. All of these decisions are made between Fred and our Facilities people onsite and the contract. I can get you an answer as to specifically what that was about.

Chairman Beaudry stated okay and you can either give me a call or tell us at the next meeting. I believe we have Jen Gillis ready to answer the question from Alderman Long.

Jen Gillis, Assistant Superintendent, stated to the best of my knowledge in the space that is being discussed there was a door that was walled off into what looked like an existing wall so when we looked at the plans and the principal was looking at the purpose for that space. She just wanted to make sure that the doors that were being added would be soundproofed because there is a classroom that adjoins on one side and a main throughway for the hallway that goes back and forth to the

cafeteria. So in readjusting where some of those doors were going to go, the purpose is to make sure there is soundproofing between all of the adjoining spaces.

Chairman Beaudry stated I have one last question. If you look at page 4.1 under contingency, it says \$9,110.98. On the forms that I have on page 4.2 in somebody's handwriting it says contingency balance \$10,481.47. Which one is the right number?

Mr. Gagne stated that is my handwriting. The difference is the \$1,370 credit. It is not reflected on the first page in the \$9,000 but once we get the credit your real contingency is \$10,481.47.

School Committee Member Porter asked in regards to the contingency fund, what percentage of that is to our total budget.

Mr. Gagne answered it was a little less than 10%.

School Committee Member Porter stated I recently did my house and the contract said they average around 3-5% but that is a small housing project so I imagine that schools have a little bit more unforeseen. They had a thing where they ripped up our carpet and had to rip up a floor and there was a subfloor and they had to rip that up. It just added two or three days to the project. I was just trying to figure that out.

Chairman Beaudry asked Josh do you need a motion on the change orders.

Mr. Gagne answered yes.

Alderman Long moved to approve the change order for the hallway doors at a cost of \$8,491.65. School Committee Member Porter duly seconded the motion. The motion carried on a unanimous roll call vote.

5. MST Hangar Update.

Mr. Gagne stated this is underway this week. They are doing site work right now. That just started. We had some fiber and cable underground that was moved last week and now we have begun the site work. There are no changes there.

Chairman Beaudry asked what is the expected completion date.

Mr. Gagne answered I think they want it complete by November but right now we are just doing the slab. I think there is a need for additional funding. I don't know where that stands but right now we are just contracted to install the slab.

Chairman Beaudry asked Ms. DeFrancis can you answer that question as far as additional funding and where we are going to go with that project.

Ms. DeFrancis replied this project was done in phases. It is dependent upon the grant that Ms. Machado has. Phase I has been approved within that grant and she fully expects that Phase II will be approved with next year's grant funding. I believe she said she will know for sure in August. We only signed a contract for Phase I. Within the contract, there is an allocation to move on to Phase II so I am assuming if she does get the approval from her funding source we would move forward with Phase II.

Chairman Beaudry asked is Phase I just the slab and then Phase II would be the actual construction?

Ms. DeFrancis answered I am not sure. Maybe Josh could answer that.

Mr. Gagne stated Phase I was the design, the borings, the site work, the footings, putting the slab in and doing some site work. Phase II would be the building on top of the slab.

Chairman Beaudry stated I appreciate the work you do for us Josh. Thank you very much. I hope you don't mind the questions and we appreciate the answers.

Mr. Gagne replied you're welcome.

Alderman Long stated I have a question. Right now in contingency we have \$1,989. What happens if that runs out?

Ms. DeFrancis stated I didn't hear the last part but I think the question was what happens if we run out of contingency money. Again, the total project is \$800,000 and we have not moved forward yet with the outdoor classroom so if something comes up, and I don't anticipate that we will have all of the plans on the outdoor classroom in the very near future so if something happens within the building piece of the project we could take it out of that \$800,000 that we have budgeted.

Chairman Beaudry asked Josh do you foresee any further complications with the project. Do you think we are going to be within the budget with the contingency we have?

Mr. Gagne answered I do. I don't foresee anything at this point. Typically the riskiest time is right after demo when we have exposed everything but now we are just doing ceiling grid tiles and putting bases on the floor so unless somebody

finds something they would like to have, I think the base contract is pretty much satisfied.

Chairman Beaudry stated hopefully whoever is involved on our side realizes that there is only \$1,000 left in contingency so they won't be requesting things that are over that amount unless they come back to the School Board to request additional dollars.

*There being no further business, **Alderman Long** moved to adjourn. **School Committee Member Soule** duly seconded the motion. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Josh Gagné
Chief Facilities Manager



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works
Facilities Division

To: Arthur Beaudry
From: Josh Gagne
Date: June 30, 2020

Subject: Joint Building Committee Agenda:

I. Southside 5th Grade Inclusion

Project is on schedule and on budget.

Proposed changes to the scope of work are:

1. The addition of hallway doors for sound control. Add \$ 8,491.65
2. Renovation of the front entrance deck and ramp. Add \$47,000.00

Project budget: Period to 6/30/2020


		<u>Balance</u>
Construction contract:	\$ 559,853	\$ 600,742.02
Architectural fees:	\$ 24,900	\$ 9,315.00
Estimated moving fees:	\$ 20,000	\$ 20,000.00
Project contingency:	\$ 50,000	\$ 9,110.98
Outdoor play space est.	\$ 50,000	
Outdoor classroom	\$100,000	

II. MST Hangar:

Contractor is scheduled to mobilize the week of July 6.

Contract: \$ 244,000
Alt.1. Fire wall: \$ 8,575

Phase 1: Slab install is worth \$ 78,000

Sincerely,

Josh Gagné
Chief Facilities Manager
603-792-5304



Change Request Log with Detail

Schroeder Construction Mgmt, Inc.

Date: 6/26/2020

20-1346 Southside School Reno Summer20

Project Manager: Duane Provencher

Number	Date	Description	Schedule Impact	Source	Reason	Amount	Status	Approved Date	Change Order
01	5/15/20	Provide Disconnect Switch for Transformer	None	RFI 6	Owner Request	464.87	Approved	5/14/20	1
02	5/15/20	Patching Sprayed Fire Resistive Materials SFRM at Removed Operable Wall Beams	None	RFI 8	Unforeseen Condition	2,716.95	Approved	5/14/20	1
03	5/15/20	Remove Ceilings in Classroom 121.5 & 129.6	None	RFI 10	Unforeseen Condition	3,887.86	Approved	5/15/20	1
04	5/15/20	5 each Additional 12'x4' Markerboards - Change 3 each 8'x4' Markerboards to 12'x4'	None	RFI 7	Owner Request	5,900.40	Approved	5/21/20	1
05	5/27/20	Southside Door Changes	none	RFI 2 & 4	Field Condition	7,153.29	Approved	5/28/20	1
06	5/27/20	CMU Wall Extensions in Locker Rooms	none	RFI 09	Unforeseen Condition	2,770.65	Approved	5/28/20	1
07	6/1/20	Additional IT work and Quad Outlet Revised	None	Other	Owner Request	7,446.00	Approved	6/3/20	1
08	5/27/20	Expansion Joint Repairs Room 124	none	Other	Field Condition	2,728.32	Approved	5/28/20	1
09	6/1/20	Glazed Block Repair and Masonry Corner Metal Closure	none	Other none	Owner Request	2,325.57	Approved	6/1/20	1
10	5/27/20	Concrete Ramp at Front Entry	none	Other FD #002	Owner Request	0.00	Submitted		
11	6/1/20	Add Electrical Outlets Rooms 121.5 and 129.6	none	RFI 11	Unforeseen Condition	1,971.00	Approved	6/1/20	1
12	6/18/20	Room 121.5 & 129.6 Rubber Flooring at Raised Expansion Joint	none	Other Meeting #4	Unforeseen Condition	295.11	Approved	6/23/20	2
13	6/4/20	Remove TV's from Classrooms, patch and paint walls	none	Other Meeting #5	Owner Request	3,229.00	Approved	6/5/20	1
14	6/10/20	Credit for 24 Hardware Cores to owner		None	None	-1,370.49	Verbal okay	6/10/20	
15	6/25/20	Hallway Doors		Other Job Meeting	Owner Request	8,491.65	Submitted		

Handwritten: $\Sigma = 49,889.02$
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Original Contract Amount: 559,853.00
 Approved Contract Changes: 40,889.02
 Revised Contract Amount: 600,742.02
 Pending Contract Changes: 7,121.16